City of Greenbelt
Nonprofit "Recovery" Grant Guidelines

Program Overview

On September 27, 2022, the City Council approved the allotment of funds to assist nonprofits negatively impacted by the COVID-10 pandemic. Beginning February 2023, the City of Greenbelt will begin accepting applications from eligible nonprofit organizations for a one-time "Recovery" grant made possible through the allocation of the American Rescue Plan (ARPA). Qualified nonprofits will be eligible to apply for grants up to $25,000, as allowed by ARPA, to address negative impacts caused by the COVID-10 pandemic.

The City recognizes nonprofit organizations have faced significant challenges due to the pandemic's increased demand for services and changing operational needs. As a result, many nonprofit organizations were forced to cancel programs, reduce services, and in some cases, temporarily close their doors; resulting in significant losses of revenue, and more importantly the reduction of or elimination of services and programs. As COVID-19 vaccines have become available, more nonprofits are beginning to recover from the impact of the pandemic and are slowly beginning to offer programs and services to meet the needs of the community.

The City of Greenbelt remains steadfast in supporting our nonprofit partners whose goals and mission are to enhance and improve the quality of life, health and well-being for all Greenbelt residents. In response, the City has developed a one-time "Recovery" grant program specifically designated for nonprofit organizations serving the residents of Greenbelt.

Funding Source

Funding for this grant program is provided under the American Rescue Plan Act through the U.S. Department of Treasury. Under the U.S. Treasury guidelines, nonprofits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "nonprofit" – specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.

Program Guidelines

The following guidelines have been designed to help make applying for a Nonprofit "Recovery" grant from the City of Greenbelt as straightforward as possible.

Priority will be given to programs supporting one or more of the following areas:
- Advances education and science
- Serves the underprivileged
- Defends human and civil rights
- Benefits Veterans
- Helps combat community deterioration
- Arts & Culture
- Youth Development Needs
- Senior Support/Aging in Place

- Natural Resources and Conservation
- Racial Equity & Racial Justice
- Human Services
- Marginalized members of the community

Non-Eligible Uses
- Organizations involved in activities that are attempting to influence legislation.
- Organizations that are directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.

Who is Eligible for the Grant?

Nonprofit organizations who meet the following requirements are eligible to apply for a Nonprofit "Recovery" Grant:
- Must serve Greenbelt residents (preference will be given to Nonprofits located in the City of Greenbelt).
- Have a 501(c)(3) status or operate under the fiscal sponsorship of a tax-exempt nonprofit.
- Have a 501 (c) 19 status.
- Be registered as a Maryland non-profit organization with the State of Maryland.
- Is in good standing with the IRS, The Maryland Secretary of State's charitable division, and the Department of Assessment and Taxation's Maryland Personal Property tax division.
- Must have a minimum two-year operating history at the time the application is submitted.
- Must have a Board of Directors with representation from the community.
- Was in existence prior to or established during the period of March 1, 2020 to March 30, 2022.
- Is able to demonstrate continuity of operations to sustain programming/projects/services.
- Must have a minimum annual operating budget of $25,000, as reflected in the most recent tax return or 990.
- Has demonstrated an economic need for funding resulting from revenue gaps/shortfalls and/or expenses as a result of COVID-19, or during the period of the coronavirus emergency.

Requirements

Any nonprofit requesting financial assistance from the City will be required to attach the following documents with a completed grant application.
- A copy of a 501 (c) (3) or 501 (c) 19 designation letter from the IRS for nonprofits confirming nonprofit status.
- Tax ID Number.
- Certificate of Good Standing from the Maryland State Department of Assessments and Taxation.
- Verification the organization is registered with the Maryland Secretary of State's Charitable Division.
- Must be registered with SAM.gov, and provide your SAM.gov identification number.
- Proof of an organizational bank account.
- Provide documentation to prove eligibility, must include:
  - Two most recent tax returns
  - Most recent Income Statement

- o Current employee roster
- o Articles of Incorporation/Organization/Formation
- Provide a:
  - o List of board members
  - o Copy of agency by-laws
  - o A copy of Conflict of Interest Statement
- Completed non-discrimination statement and hold-harmless agreement.
- Program/Project Plan:
  - o Details of the proposed program/project (this includes how the program/project will be monitored).
  - o Program/project budget.
  - o Details of the benefits/outcomes City residents will derive from the program/project.
- Copy of a current strategic or business plan for the organization that includes:
  - o Mission Statement
  - o Strategic Goals
  - o Measurable objectives
  - o An Action Plan

Measuring and Tracking Metrix

The application must include how the organization will measure and track the program/project and the level of funding requested. This must include details of:
- How the organization will track the number of Greenbelt residents being served.
- Measures that will be taken to gather information to evaluate the program/project.
- Criteria that will be used to measure the success of the program/project.

Eligible Use of Funds
- You may request funds to address revenue reductions and/or operating expenses to include:
  - o Programming & projects specific to one of the priority areas
  - o Events to benefit Greenbelt residents
  - o Broadband Infrastructure
  - o Rental and utility assistance
  - o Purchase of equipment
  - o Digital advertising/website/e-commerce creation and maintenance
  - o Technology
  - o Contracted services
  - o Insurance
  - o Program expenses
  - o Program supplies
  - o COVID-19 related expenses for which replacement is critical to the nonprofit's continuity of operations
  - o Payroll assistance

*All programs/projects must be completed by **March 30, 2024.***

Non-Eligible Uses of Funds
- Religious purposes
- Political or partisan purposes
- Loan reimbursements for capital projects
- Trips for schools or clubs
- Vehicle acquisition
- Payments for fuel expenses/vehicle maintenance
- Maintenance and repairs
- Retroactive expenses

Basic Application Information
Basic application information and documents needed will include the following:
- The applicant will provide a brief description of the organization's mission, activities, and describe what the organization is doing to sustain operations and provide programming and services.
- Applicants will indicate how their program and/or services interact with the City's goal of "Promoting the Quality of Life, and Well-being for all Residents".
- Describes how the organization will acquire future funding needs outside the "Recovery" grant.
- The application will request budget information for 2022 (planned and actual) and proposed for 2023.
- The applicant will provide a certified copy of their latest financial statement for the most recent fiscal year.

Evaluation Criteria
Grant applications will be reviewed for a number of considerations meeting the following criteria:

- To what degree does the organization's history and mission, as well as the purpose of the program/project align with the City's Priority Goal of "Promoting the Well-being and Quality of Life for all Residents"?
- Purpose of the grant.
- Benefit of the program/project for Greenbelt residents.
- How will the organization address the challenge/need identified by this program/project; and why is the organization uniquely positioned to tackle the challenge/need.
- How does the organization plan to support the program/project in the future (if the program/project is ongoing)?
- Does the organization provide a program or service not already provided by the City?
- How will the organization measure the impact /success of the program/project?
- Continuity of operations, what is the organization doing to sustain operations and provide programming and services?

Application Review
Applications will be reviewed by a selection committee and will be evaluated for how the organization meets the established criteria outlined in the grant application.

Grant proposals will be due by May 5, 2023 at 5:00 p.m. All proposals and required documents need to be submitted electronically to recoverygrant@greenbeltmd.gov.